

Library Board of Trustees

Durham County Library

October 15, 2001

Attending: Bessie Carrington, Chair, Ann Craver, Jackie Hall, Carl Hodges, Robert Otterbourg, Lauren Singdahlsen, Elsa Woods, Board members; Dale Gaddis, Pam Jaskot, library staff. Joe Bowser, County Commissioner.

Absent: William McKee, Nancy Wardropper

The meeting called to order at 3:30pm.

The Chairman reported that Nancy Wardropper is home convalescing from a recent illness.

The minutes from August 20, 2001 were approved with the following corrections: add absentee Jackie Hall. It was suggested to clarify acronyms (LSTA). Do not include detail on property sites for new branches. A general statement of "discussed possible site selections" was suggested.

Mrs. Craver suggested minutes be provided to Board members soon after the meeting, to assist Board in keeping on task, rather than waiting to include them with the packet for the next meeting.

Mrs. Carrington introduced the newest Board member, Jackie Hall.

Communications

North Carolina Public Library Directors Association has selected Mrs. Carrington to receive the Library Trustee of the Year Award to be awarded at the Siena Hotel on December 6th. Ms. Gaddis invited Board members to attend. Ms. Gaddis reminded the Board about Staff Day, scheduled for November 7th and encouraged everyone to join the staff for lunch and staff recognition.

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Finance Report

The budget report gives the final figure for fiscal year 00/01. Due to the hiring and purchasing freeze, \$500,000 was unspent.

A discussion on security costs addressed the questions of how much are we paying for security, could it be funded as a general county government expense rather than a library budget item, and is it necessary to use off-duty officers. Mr. Bowser asked Ms. Gaddis to draft a letter detailing what has expired with the security issue. Commissioner Bowser would like to convene a meeting with the Sheriff, Ms. Gaddis, Mrs. Carrington and the County Manager to discuss security issues.

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Committee Reports

Policies and Standards

A motion was made to approve the Meeting Room Policy. The motion was seconded and approved. A motion was made to approve the Art Acquisition Policy. The motion was moved and seconded. A motion was made to approve the Co-Sponsored and Exhibit Policy. The motion was seconded and approved.

Ms. Gaddis distributed an updated policy review schedule.

Ms. Gaddis distributed a document summarizing the branch site search. A meeting will be arranged with the County Commissioners to recommend sites and obtain permission to proceed with negotiations.

External Relations Report

Mr. Otterbourg reported on events that the committee members have attended to promote the bond referendum. Mrs. Jaskot requested volunteers to attend Marketplace 2001 and to be at library locations on the Saturday before Election Day.

Board Development

The Library Director's evaluation will be done during closed session.

Mrs. Carrington will meet with Carolyn Titus on Thursday at 3pm to get her recommendations for Board bylaws. Commissioner Bowser stated that he had met with Carolyn Titus and there weren't many changes being recommended.

Planning and Budget

Mrs. Craver distributed a report updating the progress of the strategic plan. A facilitator has been hired and a retreat scheduled for November 14th from 9am to 3pm. After the retreat, focus groups will be formed around goal areas identified at the retreat.

Art Committee

Mr. Otterbourg reported that the committee has met twice. The members are Ann Craver, Carl Hodges, Lauren Singdahlsen, Nancy Wardropper, Ruth Wagoner (art specialist) and Priscilla Lewis. The committee met with the Arts Council staff to review slides of various artists' works. The next meeting will be to look at actual art pieces.

Trustee Award

Lauren Singdahlsen reported on the nominations received, which the committee narrowed down to three choices. After discussion, the Board's initial vote resulted in a tie. After further discussion, a motion was made to revote to break the tie. Michael Henderson was selected.

Old Business

A motion was made to endorse the list recommended by the committee for site selection, with the first location listed for each region as the preferred location. The motion was seconded and approved.

New Business

Mrs. Carrington drafted the Annual Report and the Board workplan. Mrs. Carrington will send a copy of the Annual Report final draft to the external relations committee for review.

A motion was made to accept the workplan. The motion was seconded and approved.

Friends of the Library

Friends held a very successful booksale in September, raising over \$17,000.

Library Foundation

No report

Director's report

Library staff is waiting to sign a contract with the Technology Consultant. Language differences in the contract need to be worked out by the County with the consultant.

Ms. Gaddis reported that the virus situation has caused problems with the computer system, including not being able to catalog books and email access.

The North Carolina Room web page is going to be loaded on the county web site.

Ms. Gaddis shared information on LSTA (Library Services and Technology Act) and how it has helped the library. She encouraged Board members to write letters to Congressional delegates requesting their support of LSTA

The Board went into closed session to review the Director's evaluation.

The Board reconvened in open session and adjourned at 6:00pm.

Respectfully submitted

Dale Gaddis
Secretary